



Position Vacancy

Event & Outreach Coordinator, Greater Kalamazoo Girls on the Run

Reports to: Director, Girls on the Run

POSITION SUMMARY

Responsible for the coordination and implementation of special events in support of the Girls on the Run programs. Coordinates GOTR's outreach efforts in the community. Coordinates the adult charity runner program.

WORKING CONDITIONS

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like, however the some outdoor events are held rain or shine. Occasionally lifts average 35-pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings and other events. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to work a varied schedule when required, including evenings, early mornings and weekends in order to cover the work. Must be able to observe and hear program participants, staff, volunteers, and Council partners across a wide range of settings and interpret that input for the purpose of evaluation, monitoring and program modifications. This is a part-time, seasonal position, working an average of 13 hours per week mid-August through early June with the possibility for expansion upon review.

RESPONSIBILITIES

- Serve as the lead staff in the coordination and implementation of any fundraising- or friend-raising-focused special events. Work with any committee(s) to plan event details.
- Work with committee(s) to plan event details.
- Serve as the lead staff in the coordination and implementation of the Tutu Run.
- Work with committee(s) to plan event details.
- Coordinate SoleMate recruitment, management and support.
- Assist GOTR participation in community wellness and volunteer fairs as needed.
- Assist Director with corporate sponsorship solicitation.
- Assist Director with fund development activities as needed.
- Coordinate the overall volunteer recruitment and tracking for Kal-Haven Trail Relay and Kalamazoo Marathon-related events.
- Coordinate outreach efforts – both program-related and donor-related.
- Coordinate materials and volunteers needed for outreach activities and events.
- Attend community events to promote GOTR programming and recruit volunteers, SoleMates, donors and sponsors.
- Support the 5k Coordinator as needed.
- Form trusting and productive working relationships with volunteers and the Greater Kalamazoo Girls on the Run Council.
- Assist in the overall implementation of the Girls on the Run programs as needed.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Excellent project management, communication, collaboration and team participation skills. Special event planning experience and development experience preferred.
- Proficiency using data collection instruments (Microsoft Excel, Survey Monkey), word processing, and electronic mail.
- Outstanding relationship building skills and the ability to quickly engage potential and current volunteers.
- Ability to manage multiple tasks simultaneously and work under time constraints.
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.
- Understands and embraces a healthy lifestyle in thought, word and actions. Exemplifies these values.
- Previous experience with the Girls on the Run programs and working with volunteers preferred.

Position Specifics: In addition to traditional office hours, there are occasional weekends and evenings to participate in scheduled events and meetings as the work of the organization requires. There are vacation blackout periods (Mid-January through late March, May, and September through mid-December, except for Thanksgiving week.)

Communities In Schools serves as the fiduciary for the Greater Kalamazoo Girls on the Run. CIS has established and maintains a policy that provides equal employment opportunity for all qualified employees and applicants regardless of the individual's gender (including pregnancy), gender identification, race, color, ethnic or religious background, descent or nationality, religion, height, weight, marital status, age, non-disqualifying handicap, veteran status or sexual orientation

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Application Process

Interested candidates must submit a letter of interest and current resume for consideration. Please submit materials electronically to: Diane Kievit: dkievit@ciskalamazoo.org

Responses must be received by Thursday, October 1st at 5 p.m. for preferred consideration.

Anticipated Start Date: November 2, 2015

